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ABSTRACT

This book is intended for the nonexpert in finance who has a public administration background. It opens with a broad introduction to public finance administration and how this job is related to public budgeting, the practice of public-sector accounting, and the economic concepts of money and value. Issues surrounding public revenue, its sources, and valuative criteria are covered at length, as are the ways in which money and value are administered. Forecasting and estimating public funds are detailed along with tips on creating cost analysis. Other chapters deal with the technical areas of managing cash flow, investment, debt administration, investment administration, risk, purchasing, capital budgets, and the financial components of human-resource management, particularly personnel and pension administration. The book looks at the valuative sides of public finance, such as auditing, assessing financial conditions, and the emerging use of development finance. Each chapter features discussion questions and a list of selected readings. (Includes an index.) (RJM)

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